

31 Jan 90

CHAPTER 1

INTRODUCTION

1-1. Purpose. This regulation delegates authorities and prescribes procedures for processing and controlling travel performed by personnel of HQUSACE and OCE.

1-2. Applicability. This regulation applies to travel of civilian and military personnel in HQUSACE and OCE, and individuals traveling on invitational travel orders at the request of HQUSACE and OCE. It also applies to the travel expenses of persons employed as consultants or experts.

1-3. References. Policies and procedures in this regulation are based on guidance presented in the regulations and publications listed in Appendix A. Therefore, the reader of this regulation should not use it to the exclusion of the referenced publications since they provide the basic policy guidance from which USACE systems and procedures are developed. Persons having questions concerning procedures in this regulation should refer them to CELD-TT.

1-4. Definitions. An explanation of the meaning of certain terms used in this regulation is provided.

a. FOREIGN TRAVEL. All geographical locations outside the 50 United States, areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in Section 3(a) of the Panama Canal Act of 1979). Trips to U.S. territories/possessions are no longer considered as foreign travel for ASA(CW) consideration.

b. OCONUS TRAVEL. Travel outside the continental 48 United States. This includes Alaska, Hawaii, Puerto Rico, the Virgin Islands, and U.S. territories/possessions.

c. PERMANENT DUTY STATION. The location where the employee is actually stationed; the place where the employee expects and is expected to spend the greater part of his/her time. Generally, the corporate limit of the city or town determines an employee's official station.

d. POST CONFERENCE TOURS. Peripheral tours offered before the start or after the conclusion of the formal conference program, usually a tour of a non-technical nature.

1-5. Policy. Directors and Chiefs, Separate Offices will critically review the necessity for TDY travel to ensure that purpose and cost of travel are consistent with the guidelines prescribed herein.

31 Jan 90

- a. The number of people who must travel for a single purpose will be held to an absolute minimum.
- b. Do not permit travel when the matter in question can be handled by mail or telephone.
- c. Hold use of rental cars to an absolute minimum.
- d. Restrict the use of blanket travel orders.
- e. Reduce duration of trips to a minimum number of days.
- f. Critically review necessity for travel of two or more representatives on the same trip.
- g. Travel must be directly and clearly related to mission achievement. Travel that is marginal should be deferred or canceled.

1-6. Responsibilities.

a. Directors and Chiefs, Separate Offices will ensure that all travel by subordinates is approved and authorized by officials to whom such authority has been delegated. An authorization shall be issued prior to the occurrence of travel expenses. The authorization shall be as specific as possible in the circumstances requiring travel. Travel shall be limited to the minimum necessary for mission accomplishment.

b. Directors and Chiefs, Separate Offices will ensure that:

(1) The designated travel approving/directing official will be at an organizational level that will ensure effective control of travel. The approving/directing official's primary objective will be to ensure the necessity of official travel.

(2) The designated order authorizing or authenticating official is an official who has full knowledge of applicable regulations. The order authorizing/authenticating official is the person designated to issue travel orders for the Commander.

(3) Non-technical post conference tours will not be authorized or approved at Government expense. However, USACE personnel may attend and/or participate in nontechnical post conference tours at their own expense, provided annual leave is approved for that purpose.

(3) DA Form 2374-R, Notification of Foreign Visit, will be forwarded to CELD-TT 45 days prior to departure, except for clearly indicated emergency situations.

31 Jan 90

c. Requests for clarification and/or deviation of the provisions contained in the Joint Travel Regulations/Joint Federal Travel Regulations (e.g., actual. expense authorization) will be submitted to CELD-TT.

d. Directors and Chiefs, Separate Offices will critically review and evaluate request for proposed travel of Government contractor personnel to ensure that:

(1) Each trip is essential and can demonstrate positive and substantial benefits.

(2) The conduct of official business requires personal contact or observation.

e. Military personnel traveling outside of CONUS must have been tested for Human T-Lymphotropic Virus Type III I(HTLV-III)/ Human Immunodeficiency Virus (HIV) within the last 6 months prior to travel.

1-7. Delegated Authorities. See Tables 1-1 and 1-2.

Table 1-1, DD Form 1610, Routine CONUS TDY Orders

Traveler	Requesting Official and/or Actg* Block 17	Approving Official/ Actg Block 18	Order Authorizing Official/and/or Block 20
Ex Ofc			
CECS	CECS	CEDC	CEDC
Asst CECS	CECS	CEDC	CEDC
CSM	CECS	CEDC	CEDC
ACE	ACE	CEDC	CEDC
Directors/ C/Sep Ofcs	Directors/ C/Sep Ofcs CECS	CECS/Asst CECS	CECS/Asst
OACE			
Dep Asst	DACE	ACE	ACE
Ex Dir	DACE	ACE	ACE
Div Chiefs	Div Chiefs	DACE/Ex Dir	DACE/Ex Dir
Br Chiefs	Div Chiefs	DACE/Ex Dir	DACE/Ex Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Civil Works			
D/Dir-Ex Dir/ ADCWs	D/Dir-Ex Dir/ ADCWs	Director	Director
Div Chiefs	Div Chiefs	Ex Dir	Ex Dir
Br Chiefs	Div Chiefs	Ex Dir	Ex Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Mil Programs			
Dep/Exec	Dep/Exec	Director	Director
A/Directors	A/Directors	Exec Dir	Exec Dir
C/Sep Of cs	C/Sep Ofcs	Exec Dir	Exec Dir
Div Chiefs	Div Chiefs	Exec Dir	Dep/Ex Dir
Br Chiefs	Br Chiefs	Div Chiefs	Div Chiefs
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Real Estate			
Dep	Dep	Director	Director
Div Chiefs	Div Chiefs	Director	Director
Br Chiefs	Div Chiefs	Dep Dir	Dep Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Res & Dev			
Dep	Dep	Director	Director
C/Sep Ofcs	Dep	Director	Director
Other Pers	C/Sep Ofcs	Director	Director
Res Mgmt			
Dep/Ex Dir	Dep/Ex Dir	Director	Director
Admin Ofcr	Ex Dir	Dep	Dep
Div Chiefs	Div Chiefs	Ex Dir	Ex Dir
Br Chiefs	Div Chiefs	Ex Dir	Ex Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs

*For local travel approval see paragraph 6-4

31 Jan 90

Table 1-1, DD Form 1610, Routine CONUS TDY Orders-Continued

Traveler	Requesting Official and/or Actg* Block 17	Approving Official/ Actg Block 18	Order Authorizing Official/and/or Block 20
Log Mgmt			
Dep/Aviation Mgr	Dep/Aviation Mgr	Director	Transp Ofcr
Exec Asst	Dep	Director	Transp Ofcr
Div Chiefs	Dep	Director	Transp Ofcr
Br Chiefs	Div Chiefs	Director	Transp Ofcr
Other Pers	Br Chiefs	Div Chiefs	Transp Ofcr
Info Mgmt			
Dep & Ex Dir	Dep & Ex Dir	Director	Director
Admin Of cr	Ex Dir	Deputy	Deputy
Div Chiefs	Ex Dir	Deputy	Deputy
Br Chiefs	Div Chiefs	Ex Dir	Ex Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Personnel			
Dep	Dep	Director	Director
Admin Ofcr	Dep	Director	Director
Div Chiefs	Div Chiefs	Director	Director
Br Chiefs	Div Chiefs	Dep Dir	Dep Dir
Other Pers	Br Chiefs	Div Chiefs	Div Chiefs
Counsel			
Dep	Dep	Director	Director
M&A Ofcr	Dep	Director	Director
C/Sep Ofcs	Dep	Director	Director
Other Pers	C/Sep Ofcs	Dep	Dep
Engr Insp Gen			
Div Chiefs	Div Chiefs	CEIG	CEIG
C/Sep Of c	C/Sep Ofc	CEIG	CEIG
Public Affairs			
Dep	Dep	Chief	Chief
Div Chiefs	Div Chiefs	Dep	Dep
Other Pers	Div Chiefs	Dep	Dep
Security and Law Enforcement			
Dep	Dep	Chief	Chief
Other Pers	Dep	Chief	Chief

*For local travel approval see paragraph 6-4

31 Jan 90

Table 1-1, DD Form 1610, Routine CONUS TDY Orders-Continued

	Requesting Official and/or Actg*	Approving Official/ Actg	Order Authorizing Official/and/or
Traveler	Block 17	Block 18	Block 20
Equal Empl Opp			
Div Chiefs	Div Chiefs	Chief	Chief
Other Pers	Div Chiefs	Chief	Chief
Principal Asst for Contracting			
Dep	Dep	Chief	Chief
C/Sep Ofc	Dep	Chief	Chief
Other Pers	Dep	Chief	Chief
Sm & Disadvantaged Bus Util			
Dep	Dep	Chief	Chief
Other Pers	Dep	Chief	Chief
Audit			
Other Pers	Team Chief	Chief	Chief
History			
Div Chiefs	Div Chiefs	Chief	Chief
Curator	Curator	Chief	Chief
Other Pers	Div Chiefs	Chief	Chief

*For local travel approval see paragraph 6-4

31 Jan 90

Table 1-2, DD Form 1610, OCONUS TDY Orders

Traveler	Requesting Official and/or Actg Block 17	Approving Official/ Actg Block 18	Order Authorizing Official/and/or Block 20
Ex Ofc			
Cdr	CDR	CECS	CELD-TT
CEDC	CEDC	CECS	CELD-TT
CECS	CECS	CEDC	CELD-TT
Asst CECS	CECS	CEDC	CELD-TT
CSM	CECS	CEDC	CELD-TT
ACE	ACE	CEDC	CELD-TT
OACE			
Dep Asst	DACE	ACE	CELD-TT
Ex Dir	DACE	ACE	CELD-TT
Div Chiefs	Div Chiefs	DACE	CELD-TT
Br Chiefs	Div Chiefs	DACE	CELD-TT
Other Pers	Div Chiefs	DACE	CELD-TT
Directors/ C/Sep Ofcs Div Chiefs	Directors/ C/Sep Ofcs Div Chiefs C/Sep Ofcs	CECS Directors/ CELD-TT	CELD-TT
Other Pers	Div Chiefs C/Sep Ofcs	Directors/ CELD-TT	